

<p style="text-align: center;"><u>Tagging Case Numbers</u></p> <ol style="list-style-type: none"> 1. Select/highlight the file(s) you wish to tag with a Case Number 2. Right-click on the file and click Tag or click Tag at the bottom of the Results Pane 3. Click Add 4. In the Tag drop down select 'NetRMS Case Number' 5. In the Value box enter the case number 6. Click OK then Apply <p>*Tag files with a NetRMS case number prior to sending to the DA</p>	<p style="text-align: center;"><u>Sending to the DA</u></p> <ol style="list-style-type: none"> 1. Select/highlight the file(s) you wish to send 2. Right-click on the file and click Tag or click Tag at the bottom of the Results Pane 3. Click Add 4. In the Tag drop-down select 'Share' 5. In the Value section select 'DA' 6. Click OK then Apply <p>* Once this tag is applied, copies of the videos will be sent to a “bucket” which the DA has access to and will search by Case Number</p>
<p style="text-align: center;"><u>Assigning Cameras</u></p> <ol style="list-style-type: none"> 1. Click the arrow symbol by your name in top right corner and then click 'Administration' 2. A Management box will appear, select 'Devices' on the left side 3. Select the 'Assignment' tab and search for the serial number (On the bottom of camera next to upload light) 4. Select the owner you wish to assign and select the 'Assign Device' button 5. Be sure the camera you are assigning has been docked and completely uploaded so that all the videos are correctly assigned to the right user (solid green LED in dock) 6. <u>Once you have assigned the camera, remove and re-dock</u> 	<p style="text-align: center;"><u>Adding a User</u></p> <ol style="list-style-type: none"> 1. Highlight the desired file(s) 2. Right Click and select 'Properties' 3. The Properties window will appear with a drop down for Primary and Secondary User 4. The primary user should have the user that made the recording 5. In the secondary user field find the user you wish to grant access to the file(s) and select OK 6. Once the secondary user has completed viewing and no longer needs access you can remove them from secondary user field and return to “None”